

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Executive Associate  
**DEPARTMENT:** Administration  
**REPORTS TO:** City Manager

**SALARY GRADE:** 16  
**FLSA STATUS:** N  
**DATE:** 03/2009

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

This position provides a variety of responsible administrative services to the City Manager. The work involves the application of office management skills in organizing and supervising both routine and special activities and applying general clerical and secretarial skills as well.

**ESSENTIAL JOB FUNCTIONS:**

Input, edit, format, and assemble the annual budget.

File and maintain City documents for follow up.

Open, date stamp, and distribute mail to Council members and City staff.

Organize and assemble weekly reports from City departments and City Manager for distribution to City Council and departments.

Respond to inquiries and concerns of citizens, Council members, and City staff.

Prepare letters and memos to City staff, citizens, Council members and other elected and non-elected officials.

**IMPORTANT JOB FUNCTIONS:**

Organize reservations for City meetings

Maintain a follow-up file as well as central file of official documents

Maintain building room reservations

Acts as back up for answering main phone line

Contact City Council and department heads to provide information or follow up on various matters

Assist in preparation of various City functions

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                                      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School Diploma or equivalent; and,

Five to seven years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

**Skill in:**

Communicating orally and in writing with internal staff and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Ability to work independently, multitask, and coordinate and organize multiple projects.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to grasp, handle, or feel objects; speak and hear; read and write; keyboard.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbents working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.